

GENERAL SCHEDULE #5 - Administrative Records

This Retention and Disposal Schedule replaces General Schedule #5 that was approved on March 30, 2001.

This Retention and Disposal Schedule covers **general administrative records** that are common to most offices in state government. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of state government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

Thomas Schimpf

Thomas Schimpf, Assistant in Charge
Department of Attorney General, State Operations Division

11/2/05

(Date)

Paul Green

Paul Green, Director of Administration
Office of the Auditor General

11/14/05

(Date)

Debra Gearhart

Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services

11/5/05

(Date)

Mark E. Harvey

Mark Harvey, State Archivist
Department of History, Arts and Libraries, State Archives of Michigan

12/6/05

(Date)

APPROVED

State Administrative Board

1-17-2006

(Date)

State of Michigan
Department of History, Arts and Libraries - Records Management
Records Retention and Disposal Schedule

General Schedule #5 -- Administrative Records

Item Number	Series Title	Agency Retention	Total Retention	State
				Administrative Board Approval Date

GS5.0 - Introduction

Agencies of the State of Michigan should use this general retention schedule for common administrative records. Records not listed on this and other general schedules shall be listed on an agency-specific schedule before they are disposed of.

Records are created using a variety of tools and technologies, and may exist in many different formats; including paper, microfilm, photographs, and electronic files. Regardless of the format that a record may exist in, all records are retained according to their content, and the purpose for which they are created and used. General retention schedules do not specify in which formats a particular records series may exist. However, agencies must select a particular format to store their official records in, and ensure that the official copy of the record is retained in accordance with the retention periods specified in the schedule.

Please contact the Records Management Services at (517) 335-9132, or online at <http://www.michigan.gov/recordsmanagement/> for further information.

ACT = Active

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GS5.00 -	<u>Transitory Correspondence</u>	CR+0/1	CR+0/1	03/20/2001
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Transitory correspondence is written communication of short term interest which has no documentary value and need not be retained more than 30 days. This type of correspondence message has limited administrative and evidential value which is lost soon after the communication is received. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information which require no: administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.

GS5.01 -	<u>General Correspondence</u>	CR	CR+2	03/20/2001
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General correspondence does not pertain to a specific project or case, and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific project or case, it should be filed with that project or case file. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.

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GS5.02A - Administrative Subject File - Transfer to State Archives ACT ACT+5 03/20/2001
Transfer to State Archives

These records are used to support administrative analysis, program and project planning, procedure development and programmatic activities for a department or agency. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include case files, files related to individual program activities, human resources files, and accounting records.

Subject files should be retained in the office while the topic is still considered to be of active interest. For topics that will always be active, the office may want to consider cutting-off the file every year and creating a new file for subsequent years. Inactive subject files may be sent to the State Records Center for 5 years, in case the office needs to reference information on a topic they had previously considered to be closed.

Offices listed in Appendix A

The State Archives of Michigan will permanently preserve subject files created by offices that are primarily responsible for the administration of an agency, such as directors and deputy directors. Appendix A indicates which offices should transfer subject file materials to the State Archives five years after topics in the subject file become inactive.

The State Archives may pull and destroy select files that contain nonrecord material (See General Schedule #1), files that have a different retention than the subject file, files that do not document the primary activities of the agency, or files that are too disorganized for a researcher to access with reasonable effort. For further information see the DMB Guide to State Government procedures 0920.02 and 0920.03.

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GS5.02B - Administrative Subject File - To Be Destroyed ACT ACT+5 03/20/2001

These records are used to support administrative analysis, program and project planning, procedure development and programmatic activities for a department or agency. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include case files, files related to individual program activities, human resources files, and accounting records.

Subject files should be retained in the office while the topic is still considered to be of active interest. For topics that will always be active, the office may want to consider cutting-off the file every year and creating a new file for subsequent years. Inactive subject files may be sent to the State Records Center for 5 years, in case the office needs to reference information on a topic they had previously considered to be closed.

Offices not listed in Appendix A

Topics in the subject files from these offices are to be destroyed five years after they become inactive.

GS5.03 - Policies, Procedures and Directives SUP SUP 03/20/2001

Transfer to State Archives

These records include manuals, regulations, orders, circulars, information sheets, memos, etc. They do not include distribution and reference copies, or the documentation that is used to develop the policy, procedure or directive (See Item #GS5.21).

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GS5.04A - Meeting Records--Open Meetings of Public Bodies CR CR+5 01/17/2006
Transfer to State Archives

These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, task forces or other legislatively mandated decision-making bodies). These records include original approved (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation. Audio/visual recordings may be destroyed after the meeting minutes are approved. These records do not include meeting notices, bulletins, or documentation of expenditures.

GS5.04B - Meeting Records--Closed Meeting Sessions of Public Bodies EVT EVT 01/17/2006

These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, task forces or other legislatively mandated decision-making bodies). These records include original approved (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation related to closed meeting sessions only. EVT = 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session occurred. MCL 15.267(2).

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GS5.04C - Meeting Records--Departmental Executive Staff/Advisory CR CR+5 01/17/2006
Transfer to State Archives

These records may include meeting minutes, agendas, and distribution materials related to meetings consisting of department executive staff, and advisory boards or committees that are assembled by a public official to influence government policy or activities.

GS5.04D - Meeting Records--Internal Agency Committee Records CR CR+5 01/17/2006

These records may include meeting minutes, agendas, and related records documenting the proceedings and decisions of committees consisting of members that are entirely or primarily internal to one agency.

GS5.05 - Meeting Records--Internal Agency Staff CR+2 CR+2 03/20/2001

These records may include meeting minutes, agendas, and distribution materials related to staff meetings consisting of members that are entirely or primarily internal to one agency.

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GS5.06 - Freedom of Information Act (FOIA) Records CR+1 CR+1 03/20/2001

These records will document requests for information and public records maintained by state agencies. They may include requests for information, correspondence, a copy of the information released, and billing documentation.

GS5.07 - Budget Documentation CR CR+5 03/20/2001

These files are maintained for budget planning and allocation purposes and may include copies of the following: management plans, work sheets, program revisions, expenditure details, related correspondence, etc. They do not include the official budget records which are maintained by the Office of the Budget, Department of Management and Budget.

GS5.08 - Audit Reports CR CR+5 03/20/2001

These reports are received from the Auditor General, and may include related correspondence, reconciliation reports, and department responses. Official audit records are maintained by the Office of the Auditor General, and one copy of each audit report and 65 copies of each annual report are sent to the Library of Michigan.

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GS5.09 - Legislative Records **CR** **CR+5** **03/20/2001**

These records include copies of House and Senate bills, bill analyses, program bulletins, and related correspondence. They do not include the official records maintained by each department's legislative liaison nor those maintained by the Legislature.

GS5.10 - Litigation Files **ACT** **ACT+5** **03/20/2001**

These files contain copies of the official records maintained by the Department of Attorney General. Documents may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.

GS5.11 - Publications **ACT** **ACT** **03/20/2001**

These files include agency-developed publications used as a mechanism to distribute information or publicize agency activities. They include brochures, pamphlets, training materials, fact sheets, books, magazines, newsletters, calendars, cd-roms, maps, posters, public relations materials, etc. By law, 65 copies of each publication intended for an external audience must be transferred to the Library of Michigan. The Library of Michigan will also accept three copies of publications intended for internal audiences. (This series established a retention period of "Active" for the final publication only).

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GS5.12 - Publications--Development Records CR+2 CR+2 03/20/2001

These files include drafts of publications, supplemental materials, correspondence, printing requests, mock-ups, etc.

GS5.13 - Hazardous Materials Safety Data Sheets ACT+30 ACT+30 03/20/2001

Federal law [OSHA 29 CFR1910.1200.g] requires that employers provide Material Safety Data Sheets to staff regarding any hazardous material on the premises. These sheets include information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as well as any regulatory information. ACT = While the hazardous material is in use or stored on the property.

GS5.15 - Administrative Rule Promulgation Records EVT+2 EVT+2 03/20/2001

These records may contain public notices, drafts of rules, meeting notes, correspondence, and any other supporting documentation created during the formal rule promulgation process. Pursuant to Act 306 of 1969 as amended, a party may contest a rule within two years of its effective date. The retention period is applied from the effective date of the rule or the last date of revision, which ever is later (EVT).

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GS5.16 -	<u>Forms History Record</u>	ACT	ACT	03/20/2001
<p>This record will contain a complete history of each form used by a state agency and may include past revisions, printing plates, negatives and correspondence. The records will be retained until a form is considered obsolete (ACT).</p>				
GS5.17 -	<u>Press Releases</u>	CR+1	CR+5	03/20/2001
<p>This record may contain documentation pertaining to the development of a press release. Files may include, but may not be limited to, work requests, drafts, approved distribution lists, and official press releases. The State Archives of Michigan will preserve the official press release and any related topical indexes. Agencies are encouraged to destroy other documentation prior to transferring the official press release to the custody of the State Archives.</p>				
GS5.18 -	<u>News Service Clippings and Indexes</u>	CR+1	CR+5	03/20/2001
<p>This record will contain news articles and indexes documenting issues relevant to the functions and operations of a state agency. The articles are usually collected by a news service vendor and are submitted to a state agency.</p>				

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GS5.19 - Audio-Visual Materials **ACT** **ACT** **01/17/2006**
Transfer to State Archives

Photographs, negatives, films, videotapes, digital videos and photos, filmstrips, audiotapes and slides. These materials may be created by agencies to document promotional activities, training, agency accomplishments, special events, initiatives, personnel and other activities of general interest. They do not relate to specific project or case files. These materials should be transferred to the State Archives of Michigan for permanent preservation. The State Archives will review the materials and retain select items that have historical value. Agencies are encouraged to label their photographic prints on the reverse in pencil to identify people, places, events and dates. All materials should be stored in containers designed to protect the item, and the container should be labeled to identify people, places, events and dates. ACT = Until determined to be of no further value to the agency.

GS5.20 - State Agency Newsletters (Internal) **CR+10** **CR+10** **03/20/2001**

This record will document official department newsletters that are published for internal distribution to department staff. Three copies of each newsletter should be transferred to the Library of Michigan for permanent preservation.

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GS5.21 - Policy Development Records **EVT+2** **EVT+2** **03/20/2001**

These records may include memos, copies of legal decisions, statutes, bulletins, newspaper clippings, drafts, revisions, copies of policies and procedures, and other supporting documentation used in the development and promulgation of official policies and procedures. The retention period is applied from the effective date of the policy/procedure or the last date of revision, which ever is later (EVT).

GS5.22 - Year 2000 Records **ACT** **ACT+7** **03/20/2001**

These records may include financial documents, contracts, test plans, test strategies, program status documents, quality assurance forms including user sign off, implementation plans, reports of datasets and files, "before" database descriptions, "after" database descriptions, etc., which were created to document Y2K compliance of automated systems and services for the State of Michigan.

GS5.23 - Planners/Calendars **CR+2** **CR+2** **01/17/2006**

These may be automated or manual planners and calendars that are used to track an individual employee's work-related meetings, assignments and tasks. Note: The calendars used by elected officials, such as the Governor, Lt. Governor, Attorney General and Secretary of State, to document official activities have archival value and are covered by agency-specific schedules.

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GS5.24 - Organization Charts **SUP** **SUP** **01/17/2006**
Transfer to State Archives

These records document the organizational structure of a department or agency and may provide information about the classification levels, position codes and names of the employees of the department or agency. It may also include program descriptions and/or mission statements. Civil Service Regulation 4.06 requires that appointing authorities shall submit to the Department of Civil Service an annual package of organizational charts for the entire department/autonomous entity.

GS5.25 - Visitor Logs/Registers **CR+2** **CR+2** **01/17/2006**

These records will document who visited a particular office, what entity that person represented, which employee or office was visited, when they arrived and when they left. They may be used to track visitor statistics and/or for security purposes.

GS5.26 - Annual Home to Place of Work Approvals (VTS-12) (Agency Copy) **CR** **CR+7** **01/17/2006**

This record will document requests submitted by state agencies to DMB, Vehicle and Travel Services (VTS). These requests are submitted to obtain approval for a driver to use a state vehicle for travel between the drivers' residence and his/her official workstation. The original is maintained by VTS.

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GS5.27 -	<u>Reasonable Accommodation Request Form</u> (CS-1668) (Agency Copy)	CR	CR+3	01/17/2006
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The Reasonable Accommodation Request Form is submitted by the applicant to the Accommodation Coordinator. A copy of this form is maintained by the state departments and by VTS. The form will contain the driver name, home address, driver license number, name of department, division, detailed explanation of functional limitation, description of the accommodation, and medical information verifying that the accommodation is needed. Civil Service Regulation 1.04 requires that this form be retained for at least three years after the date of final decision.

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3/21/2006

APPENDIX A
General Schedule #5.02A—Administrative Subject Files (Archival)

The offices listed below should transfer their subject file materials to the State Archives of Michigan for permanent preservation five years after topics become inactive.

AGRICULTURE

Director

Deputy Director

ATTORNEY GENERAL

Attorney General

Chief Deputy Attorney General

Director for External Affairs

CIVIL RIGHTS

Director

Deputy Directors

American Indian Specialist

CIVIL SERVICE

State Personnel Director

COMMUNITY HEALTH

Director

Surgeon General

Chief Deputy Director

Chief Medical Executive

Chief Administrative Officer for Public Health Administration

Director for Mental Health and Substance Abuse Administration

Director for Medical Services Administration

Director for Health Policy, Regulation and Professions Administration

Director, Drug Control Policy

Director, Office of Services to the Aging

Directors of the following mental health facilities: Kalamazoo Psychiatric Hospital, Caro Center,

Ionia State Hospital (closed), Oakdale Center for Developmental Disabilities (closed), Traverse City State Hospital (closed), Ypsilanti State Hospital (closed), Lafayette Clinic (closed), Clinton Valley Center (closed), Coldwater State Home and Training School (closed), Newberry State Hospital (closed), Howell State Hospital (closed), Gaylord State Home (closed)

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CORRECTIONS

Director

Chief Medical Officer

Deputy Director, Field Operations Administration

Deputy Director, Correctional Facilities Administration

Deputy Director, Administration and Programs Administration

Deputy Director, Policy and Strategic Planning Administration

Wardens of the following prisons: Florence Crane Women's Facility, Ionia Maximum
Correctional Facility, Michigan Reformatory, State Prison of Southern Michigan,
Marquette Branch Prison

EDUCATION

State Board of Education

Superintendent of Public Instruction

Deputy Superintendent for Administrative and Support Services

Deputy Superintendent for Education Services

ENVIRONMENTAL QUALITY

Director

Deputy Directors

Director, Office of the Great Lakes

EXECUTIVE OFFICE

Governor

Lt. Governor

Chief Operating Officer

General Counsel

Policy Director

Communications Director

Legislative Affairs Director

HISTORY, ARTS AND LIBRARIES

Director

Deputy Director

Director, Michigan Historical Center

Director, Mackinac State Historic Parks

State Librarian

HUMAN SERVICES

Director

Chief Deputy Director

Deputy Director, Adult and Family Services

Deputy Director, Children's Services

Director, Juvenile Justice

Director, Interagency and Community Services

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INFORMATION TECHNOLOGY

Director/Chief Information Officer

LABOR AND ECONOMIC GROWTH

Director

Deputy Directors (3 positions, as of December 2003)

Michigan Economic Development Corporation, Director

MANAGEMENT AND BUDGET

Director

Chief Deputy Director

State Budget Director

Office of the State Employer, Director

MILITARY AND VETERANS AFFAIRS

Director/Adjutant General

Assistant AG, Army Guard

Assistant AG, Air Guard

Assistant AG, Veterans Affairs

Judge Advocate General

NATURAL RESOURCES

Director

Chief of Staff

Director, Parks and Recreation Division

Director, Wildlife Division

Director, Fisheries Division

SECRETARY OF STATE

Secretary of State

Chief of Staff/Chief Operating Officer

STATE POLICE

Director

Office of the Director

Deputy Director for Administrative and Information Services

Deputy Director for Uniform Services

Deputy Director for Investigative Services

TRANSPORTATION

Director

Chief Deputy Director

Chief Administrative Officer

Chief Operations Officer

Chief of Staff

Bureau Director for Multi-Modal Transportation

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Bureau Director for Transportation Planning

TREASURY

State Treasurer

Chief Deputy Treasurer

Bureau of State Lottery, Commissioner

Michigan Gaming Control Board, Executive Director

SUPREME COURT

Clerk

State Court Administrator

COURT OF APPEALS

Clerk

HOUSE OF REPRESENTATIVES

Clerk of the House

SENATE

Secretary of the Senate

LEGISLATIVE

Auditor General

Legislative Council Administrator